

Some factors having
Impact on Records Mgmt Program for past 3-4 years

DCI conference at top level

DDI's request for clean up

DDP's interest in program

Installation of file systems

Restrictions on acquisition of file equipment and standardization
of supplies

Establishment of Record copies of reports, etc.

Removal of unclassified material from safes

Greater utilization of Records Center for supplemental distribution
and storage

Appointment of ARO's in all components

Development of schedules and audits

Reduction in retention periods

Orientation, training and understanding of the program

Agency per capita holdings

STATINTL

25 YEAR RE-REVIEW

PD